



# Position Description for Ohio Department Of Agriculture

POSITION NUMBER  
**20048812 (22 U)**

|   |   |   |
|---|---|---|
| DEPARTMENT NUMBER: AGR400000  | N | AGENCY: AGRICULTURE   |
| CLASS NUMBER: 85868   |   | DIVISION: LIVESTOCK REGULATION PROGRAM  |
| CLASS TITLE: ENVIRONMENTAL ADMINISTRATOR  |   | SECTION:  |
| WORKING TITLE: ENVIRONMENTAL ADMINISTRATOR  |   | COUNTY OF EMPLOYMENT: LICKING   |
| APPT TYPE: Full Time Permanent <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified   |   | <input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exemp Exempt Type: Executive |
| ACTION: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update <input type="checkbox"/> Renumber <input type="checkbox"/> Reclass |   |   |
| POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20045646 DEPUTY DIRECTOR 4  |   | <input type="checkbox"/> Organization Tree Link   |
| NORMAL WORKING HOURS (Explain unusual or rotating shift)  |   | Non-Standard Work Week  |
| FROM: 08:00 AM TO: 05:00 PM   |   | THIS POSITION IS OVERTIME EXEMPT.   |

| %  | Job Duties in Order of Importance  | Knowledge Skills & Abilities  |
|----|--|---|
| 40 | Plans & directs all programs & operations of division of Livestock Environmental Permitting & supervises lower-level supervisory/managerial, technical & clerical personnel assigned; serves as Chief of Livestock Environmental Permitting (LEP); acts as liaison between Ohio Department of Agriculture (ODA) & statewide organizations, federal, state, local levels of government, private businesses, & non-profit sector; exercises initiative & autonomy in directing, planning, coordinating & supervising personnel support operations of LEP; prepares & submits program's entire operational budget; plans directs & coordinates development & implementation of LEP; coordinates educational efforts & develops information (e.g., brochures, reports) to educate existing organizations, agencies & public on issues related to LEP; exercises initiative & autonomy in directing planning, coordinating, & supervising personnel support operations of LEP; makes recommendations for hiring staff; evaluates employee performance; develops &/or provides training to staff as required; develops LEP's operational budgets, tracks fiscal progress & annual progress reports; administers day to day activities of LEP; oversees review process for permit applications (e.g., permits to install & permits to operate); issues notices (e.g., draft permit notices, public meeting notices, preparing public responsiveness summaries); issues final permits; oversees & approves construction of permitted facilities; oversees inspections of facilities under their permit to operate; takes enforcement actions against violations of permits; represents LEP in appeals to permits or enforcement actions. | Knowledge of: (1) supervisor principles/techniques; (2) employee training & development; (3) managerial principles/techniques; (4) agency, state & federal statutes, rules, regulations & procedures applicable to LEPP. Ability to: (5) define problems, collect data, establish facts & draw valid conclusions; (6) interpret extensive variety of information about data, people or things; (7) use research methods in gathering data; (8) prepare meaningful, concise & accurate reports; (9) handle sensitive inquiries from & contacts with officials & general public; (10) prepare & deliver speeches before specialized audience. |
| 40 | Administers Certified Livestock Managers Program (e.g., educational training, recertification training & inspections): coordinates development & dissemination of information & educational programs (e.g., web information, public presentations, brochures, reports & publications) to a wide range of commodity organizations, associations, civic groups, public organizations, agencies & individuals; represents Department of Agriculture on various committees (e.g., statutorily required Concentrated Animal Feeding Facility Advisory Committee, Ohio Department of Natural Resources-Division of Soil and Water Conservation's Agricultural Pollution Abatement Advisory Committee, State Soil & Water Conservation Commission, USDA-Natural Resource Conservation Service, State Environmental Quality Incentive Program Technical Committee); represents ODA before US Environmental Protection Agency (USEPA) in achieving authorization to & administering NPDES Federal Permitting Program; serves on Ohio Certified Crop Adviser State Board of Directors (e.g., develops & administers State & National Programs, develops performance standards & testing questions, establishes certification & ethics reviews & continuing education training & certification requirements).   | Knowledge of: 1, 2, 3, 4.<br>Ability to: 5, 6, 7, 8, 9, 10.   |
| 20 | Performs other related duties as assigned: initiates &/or responds to various correspondence from diverse sources; speaks before various groups to promote activities of LEP; acts as liaison with other state agencies, legislators, national organizations, public groups, executives, & non-governmental groups; initiates &/or responds to various correspondence from diverse sources; speaks before various groups in order to promote & inform them about activities for LEP.   | Knowledge of: 1, 2, 3, 4.<br>Ability to: 5, 6, 7, 8, 9, 10.   |

## Additional Information

\*Developed after employment

THIS POSITION IS OVERTIME EXEMPT.  
THIS POSITION IS UNCLASSIFIED PER 124.11 (A) (9), OHIO REVISED CODE.  
TRAVEL REQUIRED, AS NEEDED. MUST PROVIDE OWN TRANSPORTATION. IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.

List Position Numbers and Class Titles of positions directly supervised.  
20048805-Program Adm 2; 20048819-Natural Resources Engineer 5

Signature of Agency Representative

Date

6/15/2012

Donald Mills

DM



# Position Description for Ohio Department Of Agriculture

POSITION NUMBER

**20048819 (22)**

DEPARTMENT NUMBER U AGR400000

AGENCY: AGRICULTURE

CLASS NUMBER: 85745

DIVISION: LIVESTOCK REGULATION PROGRAM

CLASS TITLE: NATURAL RESOURCES ENGINEER 5

UNIT:

WORKING TITLE: NATURAL RESOURCES ENGINEER 5

COUNTY OF EMPLOYMENT: LICKING

APPT TYPE: Full Time Permanent



Classified



Unclassified

☐ OT Eligibl

OT Exemp

Exempt Type: Administrative

ACTION:



New Position



Update



Renumber



Reclass

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20048804

POLICY STAFF



Organization Tree Link

NORMAL WORKING HOURS

(Explain unusual or rotating shift)

FROM: 08:00 AM

TO: 05:00 PM

THIS POSITION IS OVERTIME EXEMPT.

%

**Job Duties in Order of Importance**

- 50 Administers program activities of ODA Livestock Environmental Permitting program engineering section: oversees permit to install applications & permits to operate applications; reviews compliance certificates & Natural Pollutant Discharge Elimination System (NPDES) permit applications for Concentrated Animal Feeding Facilities (CAFF) to ensure compliance with technical requirements for issuance; coordinates permit, inspection & follow up corrections with state, federal & local agencies; analyzes engineering & architectural field & support staff needs; conducts staff training; evaluates performance; hears employee grievances & initiates personnel actions; develops budget & authorizes appropriate expenditures; develops policies & procedures; establishes goals, objectives & priorities & supervises lower-level natural resources engineers &/ or architects assigned to section.
- 20 Coordinates assignments of program manager: reviews & approves drafting of contracts, grants & cooperative agreements; directs & oversees inspection of concentrated animal feeding facilities to ensure proper operation & maintenance; ensures structural integrity; reviews management of facilities to determine compliance; reviews & maintains records of required system maintenance & operation; completes inspection reports & prepares technical compliance & enforcement documents; reviews & approves technical reports to ensure compliance with statutory, contractual & regulatory requirements; coordinates development of water resources engineering related to capital improvements programs.
- 20 Performs other related duties as assigned: prepares & submits periodic progress reports; assists with legislative matters & participates in preparation of changes to administrative rules; establishes guidelines & makes recommendations on policy; assists chief with planning & administration of technical programs; reviews & approves plans, specifications, analyses & technical reports & comments on compliance with statutory & regulatory requirements; participates in selection process & contract administration for work performed by consulting engineer & architect firms (e.g., reviews construction methods, shop drawings & progress schedules).

**Knowledge, Skills & Abilities**

Knowledge of: 1) civil engineering &/or architectural design; 2) project site investigation techniques & methods; 3) agency, state & federal engineering & architectural laws, rules & guidelines; 4) construction methodology; 5) management; 6) budgeting; 7) supervisory principles & techniques; 8) employee training & development; 9) public relations; Skill in: 10) preparation of construction drawings &/or blueprints.

Ability to: 11) interpret extensive variety of technical material in books, journals & manuals; 12) use calculus, geometry & trigonometry; 13) review, prepare & edit specifications, construction plans & related engineering documents & prepare technical reports; 14) handle sensitive contacts & establish friendly atmosphere as manager of section; 15) exercise independent judgment to anticipate & solve unprecedented engineering & architectural problems; 16) determine program objectives & requirements; 17) organize projects & develop policy, standards & guides for diverse engineering &/or architectural activities.

Knowledge of: 1) ; 2) ; 3) ; 4) ; 5) ; 6) ; 7) ; 8) ; 9) ;  
Skill in: 10) ;  
Ability to: 11) ; 12) ; 13) ; 14) ; 15) ; 16) ; 17) .

Knowledge of: 1) ; 2) ; 3) ; 4) ; 5) ; 6) ; 7) ; 8) ; 9) ;  
Skill in: 10) ;  
Ability to: 11) ; 12) ; 13) ; 14) ; 15) ; 16) ; 17) .

**Additional Information****\*Developed after employment**

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Renewal of certificate of registration as professional engineer or architect as prescribed by law.

UNUSUAL WORKING CONDITIONS: May be exposed to inclement weather & unsafe conditions during inspection of projects.

THIS POSITION IS OVERTIME EXEMPT.

TRAVEL REQUIRED, SOME WITH OVERNIGHT STAYS. MUST PROVIDE OWN TRANSPORTATION. OR, IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.

**List Position Numbers and Class Titles of positions directly supervised.**

20048807-Admin Asst 3, 20048814, 20048813-Natural Res Engineer 3, 20048815, 20048817, 20048816, 20048818-Livestock Insp.

**Signature of Agency Representative****Donald Mills****Date**

3/15/2011

DM /mp



# Position Description for Ohio Department Of Agriculture

POSITION NUMBER

**20048814 (22 )**

|  |   |
|--|---|
| <b>DEPARTMENT NUMBER:</b> AGR400000  | <b>AGENCY:</b> AGRICULTURE  |
| <b>CLASS NUMBER:</b> 85743   | <b>DIVISION:</b> LIVESTOCK REGULATION PROGRAM   |
| <b>CLASS TITLE:</b> NATURAL RESOURCES ENGINEER 3   | <b>SECTION:</b>   |
| <b>WORKING TITLE:</b> NATURAL RESOURCE ENGINEER 3  | <b>COUNTY OF EMPLOYMENT:</b> LICKING  |
| <b>APPT TYPE:</b> Full Time Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified   | <input type="checkbox"/> OT Eligibl <input checked="" type="checkbox"/> OT Exempt Exempt Type: Administrative |
| <b>ACTION:</b> <input type="checkbox"/> New Position <input type="checkbox"/> Update <input checked="" type="checkbox"/> Renumbr From PCN 215.0 <input type="checkbox"/> Reclass |   |
| <b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:</b> 20048819 Natural Resources Engineer 5 <input type="checkbox"/> Organization Tree Link                                     |   |
| <b>NORMAL WORKING HOURS</b> (Explain unusual or rotating shift)<br><b>FROM:</b> 08:00 AM <b>TO:</b> 05:00 PM <b>THIS POSITION IS OVERTIME EXEMPT.</b>                            |   |

| %  | Job Duties In Order of Importance  | Knowledge, Skills & Abilities  |
|----|--|--|
| 70 | Acts as project manager & conducts technical reviews of permits to install applications, permits to operate applications & review compliance certificates & National Pollution Discharge Elimination System (i.e., NPDES) permit applications for concentrated animal feeding facilities to ensure compliance with technical requirements for issuance & performs technical assistance in livestock & manure facility design, hydro-geological, & soils design involving manure holding ponds & manure treatment lagoons; develops & reviews plans for utilization, treatment, & distribution of manure for reuse as crop nutrient or other processed product; inspects concentrated animal feeding facilities to ensure proper operation & maintenance. | Knowledge of : 1) environmental, civil, agricultural, hydrologic, hydraulic, mechanical or electrical engineering;2) natural science (e.g., water quality, ecological, agronomy, animal science);3) field investigation techniques & methods; 4) agency, state & federal engineering laws, rules & guidelines; 5) supervisory principles & techniques;6) employee training & development;<br>Skill in: 7) use of personal computer for text processing & specialized functions such as CADD & drafting equipment for preparation of construction drawings &/or blueprints.<br>Ability to:8) interpret extensive variety of technical material in books, journals & manuals; 9) use geometry & trigonometry; 10)review, prepare & edit specifications, 11)review construction plans & related engineering documents & prepare technical reports; 12) cooperate with co-workers on group projects &/or establish friendly atmosphere as supervisor |
| 30 | Performs other related duties as assigned: plans & develops preliminary & final construction plans & specifications for agency owned facilities; maintains liaison between office & divisions or district offices on project planning & development; provides technical assistance & interprets policies & procedures for division; assists in implementation of & processing for Lake Erie shore erosion program & canal operation; conducts inspections of concentrated animal feeding facilities to ensure proper operation & maintenance; maintains database information on permits, inspections, reports, compliance & enforcement.   | Knowledge of : 1);2); 3); 4) ;<br>Skill in: 7);<br>Ability to: 8) ; 9) ; 10); 11); 12) 13) prepare accurate & reliable reports & supporting documents  |

## Additional Information

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:** Renewal of certificate of registration as professional engineer as prescribed by law.

**UNUSUAL WORKING CONDITIONS:** May be exposed to inclement weather & unsafe conditions during inspection of projects; in Ohio Department of Agriculture, frequent contact with animals, manure, dust, & odors.

**THIS POSITION IS OVERTIME EXEMPT.**

**TRAVEL REQUIRED, SOME WITH OVERNIGHT STAYS. MUST PROVIDE OWN TRANSPORTATION. OR, IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VALID DRIVER'S LICENSE FROM STATE OF RESIDENCE.**

\*Developed after employment

|   |  |                                    |
|---|--|------------------------------------|
| <b>List Position Numbers and Class Titles of positions directly supervised.</b><br>NONE | <b>Signature of Agency Representative</b><br><br><b>Donald Mills</b> | <b>Date</b><br>3/15/2011<br>DM /mp |
|---|--|------------------------------------|



# Position Description for Ohio Department Of Agriculture

POSITION NUMBER

**20048805 (22 )**

**DEPARTMENT NUMBER:** AGR400000

**RU**

**AGENCY:** AGRICULTURE

**CLASS NUMBER:** 63123

**DIVISION:** LIVESTOCK ENVIRONMENTAL PERMITTING

**CLASS TITLE:** PROGRAM ADMINISTRATOR 2

**SECTION:**

**WORKING TITLE:** PROGRAM ADMINISTRATOR 2

**COUNTY OF EMPLOYMENT:** LICKING

**APPT TYPE:** Full Time Permanent ☐ Classified ☐ Unclassified

☐ OT Eligible ☒ OT Exempt Exempt Type: Administrative

**ACTION:** ☐ New Position ☒ Update

☐ Renumber

☒ Reclass from 63122

**POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR:** 20048812

ENVIRONMENTAL ADMINISTRATOR

☐ Organization Tree Link

**NORMAL WORKING HOURS** (Explain unusual or rotating shift)

Fixed flex time is available

**FROM:** 08:00 AM **TO:** 05:00 PM

THIS POSITION IS OVERTIME EXEMPT.

| %  | Job Duties in Order of Importance  | Knowledge, Skills & Abilities   |
|----|--|---|
| 45 | Under general direction of Livestock Environmental Permitting (LEP) Division Chief, assists with program direction by relieving LEP Chief of difficult administrative duties & formulates & implements program policies (i.e., electronic document conversion policy, electronic distribution policy, CLM application policy, permit application policy, direct shipment policy, correspondence policy, annual report, electronic inspection form policy); independently researches legal documents & manuals for development of rules; drafts, formats, & files rules in coordination with ODA Legal Counsel; submits rules to Joint Committee on Agency Rule Review (JCARR) & Legislative Service Commission (LSC); accesses Division of Livestock Environmental Permitting database to enter & retrieve pertinent information; researches electronic records to determine payments received for permits; updates & maintains database as required (e.g., runs queries & generates ad hoc reports); receives & reviews inspection reports submitted by inspectors for familiarity & to gain knowledge in various programs; assists in providing written responses regarding warning letters & notices of deficiencies (NODs); serves as liaison between program director & inspectors to maintain & track caseload; coordinates & documents case activities between inspectors, engineers, & attorneys; handles public noticing (e.g., copies & distributes draft & final permits; drafts Director's Orders); coordinates background checks. | Knowledge of 1) agriculture, livestock and permits*; 2) public relations; 3) government structure & process (e.g., ORC, Rule Development); 4) agency policies & procedures; 5) law. Skill in 6) use of personal computer & related software (e.g., word processing & databases modify & design). Ability to 7) carry out detailed but basic written or oral instructions; 8) deal with problems involving several variables in familiar context; 9) define problems, collect data, establish facts & draw valid conclusions; 10) deal with variables & determine specific action; 11) maintain accurate records; 12) user proper research methods in gathering data; 13) handle sensitive inquiries from & contacts with officials & general public; cooperate with co-workers on group projects. |
| 25 | Researches & Analyzes LEP activities & provides technical advice to Division Chief to keep Chief apprised & to aid in administrative decision making: maintains oversight of calendar (e.g., Return to Compliance) to ensure timely follow-up inspection schedules; researches complaints & confirms that inspectors respond to complainant on behalf of Director as required; develops case file index in coordination with inspectors; verifies that necessary documents referenced within each case is included before submission to assigned attorney; coordinates remedy & penalty proposals with inspector, engineer, & ODA legal department.  | Knowledge of 1, 2, 3, 4. Skill in 5, 6, 7, 8, 9, 10, 11, 12.  |
| 20 | Administers special programs & projects & coordinates specific auxiliary functions as assigned: maintains organized filing system to file & easily retrieve documents (e.g., annual reports); assists in preparing certified record for Environmental Review Appeals Commission (ERAC) hearings; assists with mass copy assignments (e.g., certified record, annual reports); attends meetings & takes meeting minutes (e.g., Concentrated Animal Feeding Facility [CAFF] advisory committee); provides back-up coverage as needed (e.g., answers department telephones, opens & distributes mail, assists with payroll record-keeping); assists Ohio Department of Agriculture (ODA) Communications Office in preparing written correspondence &/or providing information requested in public records requests; prepares legal notices.   | Knowledge of 1, 2, 3, 4. Skill in 5, 6, 7, 8, 9, 10, 11, 12.  |

## Additional Information

\*Developed after employment

THIS POSITION IS OVERTIME EXEMPT.

List Position Numbers and Class Titles of positions directly supervised.  
NONE

Signature of Agency Representative

Date

1/16/2014

Donald Mills

DM



# Position Description for Ohio Department Of Agriculture

POSITION NUMBER

**20048806 (07)**

DEPARTMENT NUMBER: AGR400000

AGENCY: AGRICULTURE

CLASS NUMBER: 21131

DIVISION: LIVESTOCK ENVIRONMENTAL PERMITTING

CLASS TITLE: AGRICULTURE ENVIRONMENTAL INSPECTOR

SECTION: FIELD OPERATIONS

WORKING TITLE: AGRICULTURE ENVIRONMENTAL INSPECTOR

COUNTY OF EMPLOYMENT: HENRY

APPT TYPE: Full Time Permanent X Classified Unclassified

X OT Eligible OT Exempt Exempt Type: N/A

ACTION: New Position X Update Reclass from

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20048819 NATURAL RESOURCES ENGINEER 5

NORMAL WORKING HOURS (Explain unusual or rotating shift) NON-STANDARD WORK WEEK

FROM: 08:00 AM TO: 05:00 PM

25 Assists in administering Certified Livestock Manager (CLM) program & ensures compliance with rules & permits: maintains lists of active CLMs; responds to inquiries about CLM program (e.g., rules, recordkeeping, training); conducts CLM training; develops program overview presentations; delivers presentations to various groups/audiences (e.g., environmental advocacy, livestock production groups, other state & local agencies); informs facilities of permit requirements; travels to other districts as required to cover other inspectors territory; assists in providing emergency response trainings.

Knowledge of: 1, 2, 3\*, 4, 5, 6\*, 7.  
Skill in: 8\*, 9\*, 10\*.  
Ability to: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

10 Performs other related duties as assigned: maintains job related tools & equipment; prepares weekly schedules/itinerary; maintains facility files & contact information; completes inspection forms & reports; maintains vehicle logs & coordinates vehicle & equipment maintenance; reviews professional journals & publications; attends meetings, seminars, & trainings (e.g., field days, equipment demonstrations, educational meetings, Farm Science Review, CLM training, National Pollutant Discharge Elimination System [NPDES] training); participates as part of a team on special group projects; communicates with Inter-departmental attorneys, engineers, & other ODA Divisions (e.g. Communications, Legal, Animal Health); completes miscellaneous forms, reports, & documents for compliance standards enforcement & evaluations (e.g., activity sheets, administrative emails).

Knowledge of: 1, 2, 3\*, 4, 5, 6\*, 7.  
Skill in: 8\*, 9\*, 10\*.  
Ability to: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

### Additional Information

#### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION

**AFTER EMPLOYMENT:** Obtain mortality compost certification & Incident Command System (ICS) certification within 12 months of employment.

**UNUSUAL WORKING CONDITIONS:** Works outside exposed to varying temperatures & weather conditions; exposed to odors, waste & noise of livestock/poultry; possible exposure to zoonotic diseases & may require prophylactic immunization; works non- standard work week; requires travel.

\*Developed after employment

List Position Numbers and Class Titles of positions directly supervised

Signature of Agency Representative

Date

06/30/15

Stanford Crockett